



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTEMBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden -Wuerttemberg, Command Policy Memorandum #7, Safety, Community Event Risk Management

1. References:
 - a. DA PAM 385-10, Army Safety Program, Rapid Action Revision (RAR), 19 Jan 10.
 - b. DA PAM 385-30, Mishap Risk Management, RAR, 19 Feb 10.
 - c. AR 385-10, The Army Safety Program, RAR, 14 Jun 10.
2. Purpose: Establish responsibility and procedures for completing a risk assessment of community events to ensure the safety and security of spectators, participants, and to protect government and private property.
3. Applicability: USAG Baden-Wuerttemberg and associated tenant units.
4. Experience has proven that public events, such as parades, bazaars, changes of command, and exhibitions require diligent planning to ensure the safety of everyone involved. Composite risk management can assist planners and organizers in making public events safe and memorable for all personnel involved.
5. This process starts with the appointment of knowledgeable action officers by organizations (Garrison directorates and tenant units) sponsoring community events. The event action officer will prepare a written risk assessment for the event three (3) weeks prior to the scheduled date of the event for coordination by the Garrison. The assessment will address the hazards and risks associated with set up, execution, and recovery (teardown and clean-up) following the event.
6. Action officers should consider the following areas when performing the risk assessment: physical site layout (structures and access, etc.), spectator management (crowd control, flow, and ingress/egress control, etc.), anticipated weather conditions (cold, hot, windy, inclement, etc.), traffic (vehicle speed, control, pedestrian safety, parking, etc.) and participant and public safety (security, public health, and medical care, etc.). Action officers must coordinate the risk assessment through their unit safety staff (as applicable) and any tasked agencies before submission to the garrison safety office for review and coordination.

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Memorandum #07, Safety, Community Event Risk Management

7. The garrison safety staff will review and coordinate any needed changes to the written risk assessment with the action officer. The safety staff will sign the assessment and return it to the action officer. Action officers will then obtain the signature of the head of their organization (e.g. unit commander, director, school principal, AAFES Manager, etc.) before forwarding to the garrison command section for review and signature. Once the assessment is signed at the garrison command level, action officers will provide a copy of the fully coordinated/approved assessment to the garrison safety office and each agency/person tasked with implementing the controls. Community events not fully coordinated with the Garrison, or lacking written risk assessments are subject to cancellation in the interest of public safety. Enclosure 1, Risk Assessment Flow Chart gives a suggested routing of the written risk assessment. The risk acceptance approval authority for community events is outlined in enclosure 2. Enclosure 3 provides the risk acceptance authority for all situations when the initial cause of the risk involves infrastructure, explosives, or chemical agents. Enclosure 4 Risk Level Assignment Matrix will be used when determining the level of risk for both before and after controls measures are determined. Enclosure 5, Written Risk Assessment Worksheet, or a similar document will be used when completing and submitting the written risk assessments.
8. Units with full time safety professionals assigned are responsible for monitoring unit-sponsored events. Garrison initiated events are monitored by the garrison safety office. The garrison safety office will conduct periodic unannounced safety evaluations of community events to ensure risk assessment mitigation actions are being accomplished.
9. The proponent for this memorandum is the USAG Baden-Württemberg Safety Office, DSN 373-9082, commercial 06221-17-5277, or e-mail: usagbw.safety@eur.army.mil.

5 Encls

1. Risk Assessment Flowchart
2. Community Event Risk Acceptance Approval Authority
3. Acceptance Authority Involving Explosives, Chemical Agents and Infrastructure Issues
4. Risk Level Assignment Matrix
5. Written Risk Assessment Worksheet



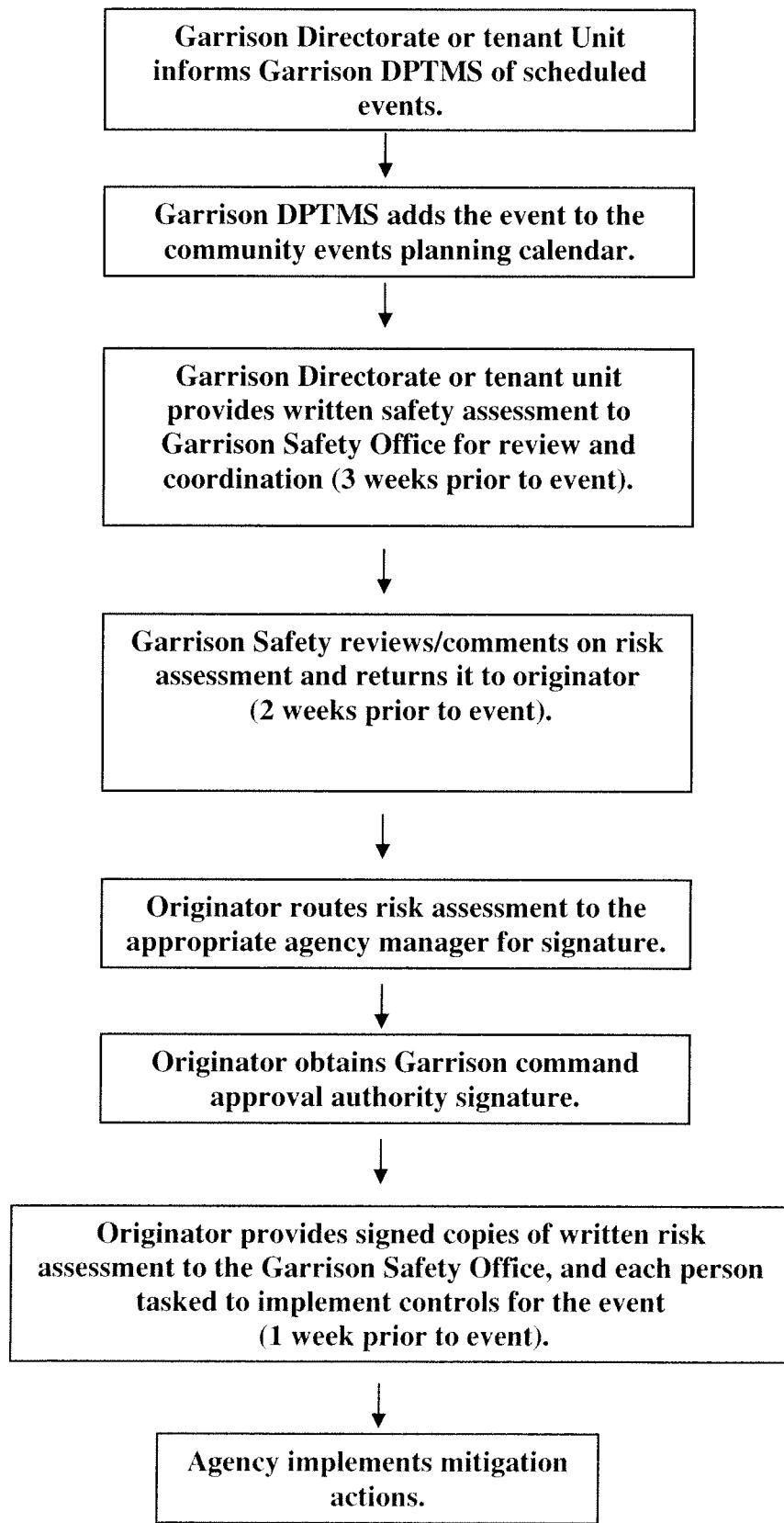
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COMMUNITY EVENT SAFETY RISK ASSESSMENT PROCESS



TASK/ACTIVITY	RISK APPROVAL MATRIX				MITIGATED RISK LEVEL
	E	H	M	L	
USAG BADEN-WUERTTEMBERG (USAG-BW)					
Community Event with VIP (GO/SES)	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	USAG-BW DEPUTY	
Community Event w/o VIP	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	USAG-BW DEPUTY	
Sports Tournaments/Events	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	OPR DIRECTOR	
Organizational Day	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	USAG-BW DEPUTY	
Change of Command (Senior Officer)	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	USAG-BW DEPUTY	
Force Protection Exercise	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	USAG-BW DEPUTY/S3	
BOSS Events	GO	USAG-BW CDR	COMPANY CDR	CSM	
Firing Range	GO	USAG-BW CDR	COMPANY CDR	1st SGT	
Activities Involving Children <18 yrs old	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	USAG-BW DEPUTY	
USAG KAISERSLAUTERN					
Community Event with VIP (GO/SES)	GO	USAG-BW CDR	USAG CDR/DEPUTY	USAG DEPUTY	
Community Event w/o VIP	GO	USAG-BW CDR	USAG CDR/DEPUTY	OPR DIRECTOR	
Sports Tournaments/Events	GO	USAG-BW CDR	USAG CDR/DEPUTY	OPR DIRECTOR	
Organizational Day	GO	USAG-BW CDR	USAG CDR/DEPUTY	OPR DIRECTOR	
Change of Command	GO	USAG-BW CDR	USAG CDR/DEPUTY	USAG DEPUTY	
Force Protection Exercise	GO	USAG-BW CDR	USAG CDR/DEPUTY	USAG DEPUTY/S3	
BOSS Events	GO	USAG-BW CDR	COMPANY CDR	CSM	
Firing Range	GO	USAG-BW CDR	COMPANY CDR	1st SGT	
Activities Involving Children <18 yrs old	GO	USAG-BW CDR	USAG CDR/DEPUTY	USAG DEPUTY	
Physical Training					
Low Risk	Squad	Platoon	Company	Battalion	
Moderate Risk	SQD LDR	PLT LDR	CO CDR	USAG CDR	
High Risk	PLT LDR	CO CDR	USAG CDR	USAG-BW CDR	
Activities Involving Children <18 yrs old	CO CDR	USAG CDR	USAG-BW CDR	GO	

LEGEND: E: Extremely High Risk H: High Risk M: Moderate Risk L: Low Risk

RISK ACCEPTANCE AUTHORITY FOR ALL SITUATIONS INVOLVING EXPLOSIVES, CHEMICAL AGENT AND BIOLOGICAL SAFETY

RISK ACCEPTANCE MATRIX

		DURATION OF RISK				
CATEGORY OF RISK		24-Hours or Less	***1-Month or Less	1-Year or less	More than 1-Year, Less than 5 Years	Permanent or Greater than 5 Years
Extremely High Risk	General Officer *MSC CG or General Officer	*Army Headquarters Commanding General	*Army Headquarters Commanding General	Army Headquarters Commanding General	ASA (I&E)	
High Risk	Brigade Commanding Officer	Brigade Commanding Officer	*MSG General Officer or General Officer	*Army Headquarters Commanding General	Army Headquarters Commanding General	
Medium Risk	Battalion Commanding Officer	**Battalion Commanding Officer	*Brigade Commanding Officer	*MSC Commanding General or General Officer	*Army Headquarters Commanding General	
Low Risk	**Company Commanding Officer	**Company Commanding Officer	**Battalion Commanding Officer	*Brigade Commanding Officer	MSC Commanding General - General Officer	
Tolerable	None Required	None Required	None Required	None Required	None Required	

LEGEND FOR TABLE:

In organizations led by civilian leaders, equivalent civilian grades may be substitute for military grades

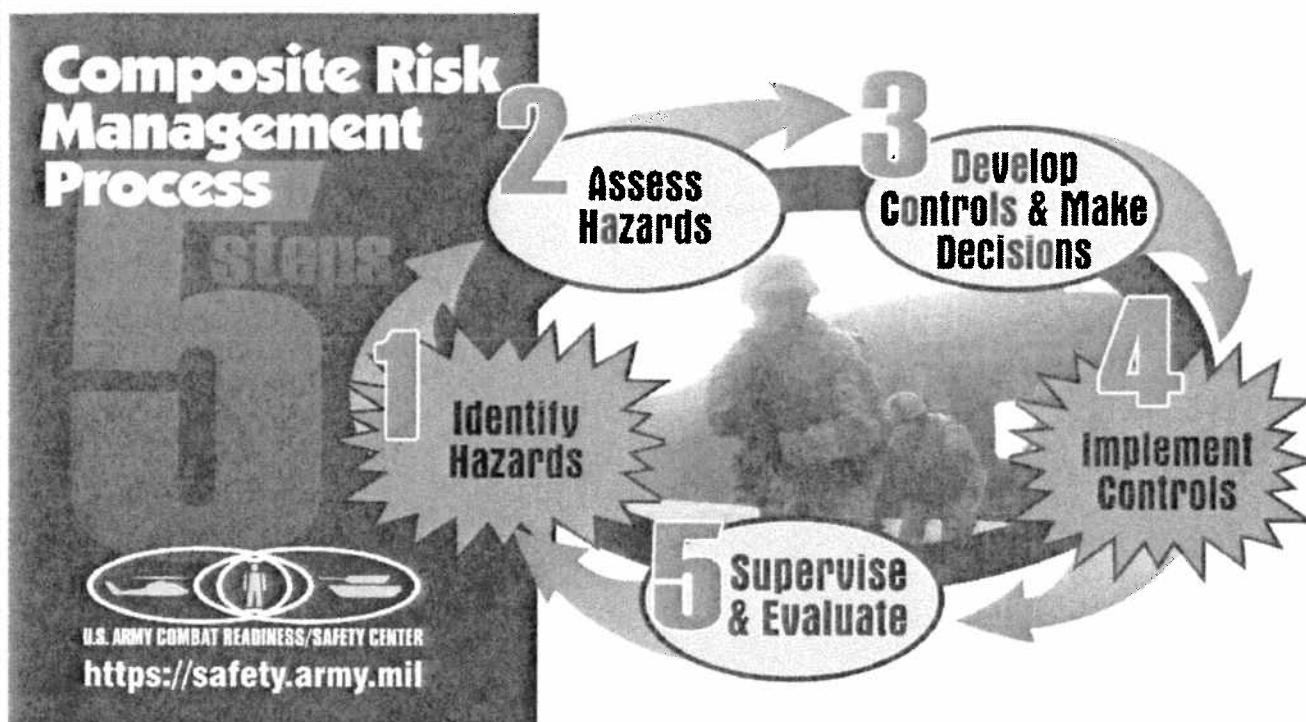
The term "Army Headquarters" used in the table includes ACOMs, ASCCs, DRUs, and the National Guard Bureau

NOTES:

*May be delegated in Writing authority to accept at the next lower level

**May delegate in writing authority to accept risk at the next lower level to include senior noncommissioned officers

*** A certificate of risk acceptance or System Safety Assessment will be completed for all risk accepted for greater than a week



Composite Risk Management

CRM MATRIX

		HAZARD PROBABILITY				
		Frequent	Likely	Occasional	Seldom	Unlikely
		A	B	C	D	E
Catastrophic	I		EXTREMELY HIGH			
Critical	II			HIGH		
Marginal	III			MODERATE		
Negligible	IV				LOW	

USAG Baden-Wuerttemberg - Risk Management Assessment Worksheet

USAG Baden-Wuerttemberg - Risk Management Assessment Worksheet

1. Organization-Unit-Event:					
2. Date & Time: From	3. Date & Time: To	4. Date Prepared:		5. Page	OF
6. Mission-Event-Task:					
7. Prepared by: (Type - Name/Rank/Duty Position/Phone Number)					
8. Person-in-Charge (PIC): (Type - Name/Rank/Duty Position/Phone Number)					
9. Subtasks: (Be Specific)	10. Hazards: (Be Specific)	11. Initial Risk Level: E H M L	12. Control Measures: (Be Specific)	13. Residual Risk Level: E H M L	14. How to Implement the Controls: (Be Specific)
17. Medical Support Required: (Circle One) Advanced Trauma Life Support (ATLS) is required within one hour					
18. Initiating Authority: (Signature - All Risk Assessments)					
19. Installation Safety Office: (Signature - All Risk Assessments)					
20. DES Office: (Signature - All Risk Assessments)					
21. DPTMS Office: (Signature - All Risk Assessments)					
22. USAG-KL Commander or Deputy Commander (Signature - IAW USAG BW Policy #64)					
23. USAG-BW Commander (Signature - IAW USAG BW Policy #64)					
Type/Print - Name/Rank/Duty Position/Phone Number					
Type/Print - Name/Rank/Duty Position/Phone Number					
Type/Print - Name/Rank/Duty Position/Phone Number					
Type/Print - Name/Rank/Duty Position/Phone Number					
Type/Print - Name/Rank/Duty Position/Phone Number					
15. Supervision and Evaluation (Who): (Be Specific)					